

Comments and Recommendations

Language and External Training School

Comments:

1. In the proposed OTR structure, this School remains as it was. It will continue to provide foreign language training to the extent that local facilities permit, and will arrange for all training provided to Agency personnel at outside facilities.
2. The functions of this School have formerly included responsibility for courses in the political, geographic, economic and sociological aspects of foreign areas. The School has never been staffed to conduct such courses locally. Instruction, to the extent that it has been available, has been provided at outside facilities. This matter has been the subject of several studies and high level discussions. It is obvious that this training could be more effectively presented, and with much less expense to the Agency, if this School were staffed to perform the job. This proposed T/O, like those formerly assigned, does not include positions for instructors in this field. If and when it is decided to activate this training locally, the necessary positions should be made available by an increase in OTR ceilings, since this would, in effect, be a new activity.
3. In arriving at the T/O requirements for this School the following adjustments were made:
 - a. The position of Deputy Chief was eliminated.
 - b. A position formerly called Chief, Area Branch, is now moved into the office of the School Chief to handle its former duties and, in addition, act for the School Chief during his absence. The stenographic position accompanied the Chief's position and is likewise transferred.
 - c. One clerical position has been added for the laboratory operation. This should reduce the requirement for Electronics Mechanics by one position and provide for the operation of a record system for books, films, tapes, etc.
 - d. A stenographer qualified in Slavic languages and a clerk/typist were added to the faculty T/O because of obvious workload requirements.

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- a. Four instructor positions were added to the faculty T/O. This is not an actual addition. It is simply a realistic presentation. The equivalent man-power had been formerly provided through loans and mis-assignments.
4. The mission of this School requires the support of extensive recording, transcribing and motion picture equipment in the language training. This laboratory facility is operated from 7 a.m. to 8 p.m. Mondays through Fridays and for four hours on Saturdays. Attendance records indicated a student utilization which would justify the long hours. Former operating schedules utilized two laboratory technicians during regular hours, and used overtime help for the early morning, evening and Saturday duty. Mechanical details of laboratory operation do not appear to demand the attention of two technicians. Much of the duty is of a relatively clerical nature which could be performed by a clerk typist. In addition, there appeared to be an inadequate control over the issue of tapes, texts, text and reference books, and similar accountable property (see comment on this subject under Tab G-4). As a solution, it is proposed that one Electronics Mechanic be assigned on regular duty to the laboratory, assisted by a full time clerk/typist to perform clerical and attendant duty in the laboratory, operate a control system over accountable material, and provide typing support to other School activities as time may permit.

Recommendations: It is recommended that:

1. The laboratory operation be accomplished by one Electronics Mechanic, to be provided by the Support Staff, supplemented by the services of a full time clerk/typist provided for in the proposed T/O.

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